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SECRET

5-3827

4 March 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT:
    (1) Change to [   ] Pertaining to the General Services Office and its Functions

    (2) Change to [   ] Figure 1, to Reflect Abolition of the General Services Office

(Job #552-REB)

1. In accordance with your instructions dated 12 February 1954 the changes desired in [   ] have been made, and the Regulation is submitted for your authentication.

2. This change has been coordinated with the Office of the Comptroller, the Management Improvement Staff, and the Logistics Office.

3. Regulation [   ] has also been changed to delete the General Services Office from the CIA Organization Chart.

STAT

Chief, Regulations Control Staff

Attachments
    Changes to [   ]

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Chan·e 3, Or￡nization ￣ d Functions--Office of
the Deputy Director (Administration)

Comptroller
23 Feb 54

552-REB

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Change 3, Organization and Functions--Office of
the Deputy Director (Administration)

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Change 3, Organization and Functions--Office of
the Deputy Director (Administration)

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17 Feb - 54

552-REB

STANDARD FORM NO. 64

ER-5-2058

Office Memorandum · UNITED STATES GOVERNMENT

TO : Chief, Regulations Control Staff

DATE:

FROM : Acting Deputy Director (Administration)

STAT

SUBJECT: Regulation [ ] Organization

STAT

REF. : Notice [ ]

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1. In order that the transfers of functions announced by the above referenced Notice may be reflected in the Organization Regulation, the following changes should be made in [ ]

a. **Office of the Comptroller, page 5.**

9. MISSION. Strike out second "and" in the second line, change the period to a semi-colon, and add the following:

administer the records management program; and provide machine records service.

10. FUNCTIONS. Add the following:

r. Administer the Agency records management and vital materials programs, including the maintenance of a forms design and analysis program.

s. Provide electric accounting machine record service for administrative and selected operational activities.

11. ORGANIZATION. Change the organization chart to reflect the transfers indicated by the above referenced Notice.

b. **Logistics Office, page 7.**

12. MISSION. On the third line, after the word "needs", change the comma to a semi-colon and strike out the exception reading as follows:

"except for securing space assignments through the General Services Administration in the metropolitan area of Washington, D. C."

Strike out the first "and" on the fifth line, change the period to a semi-colon, and add the following:

and for providing selected administrative services for the Agency.

13. FUNCTIONS. In paragraph "h", strike out the word "and" on the fourth line, change the comma after the word "otherwise" on the fifth line to a semi-colon, strike out the remainder of the sentence beginning with the word "except", and add the following:

; and determine space requirements and effect space procurement, planning and allocation, provide building maintenance, moving, and telephone service to meet the needs of the Agency within the metropolitan area of Washington, L. C.
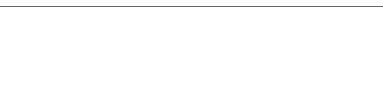
Also add the following:

l. Provide reproduction and printing service.

m. Maintain the central administrative files and headquarters mail and courier service.

14. ORGANIZATION. Change the organization chart to reflect the transfers indicated by the above referenced Notice.

c. General Services Office, page 11. Eliminate Sections 18, 19, and 20 and the organization chart, Figure 6.

d. Office of the Deputy Director (Administration). Eliminate the block "General Services Office" from the organization chart, Figure 1.

STAT

L. K. WHITE
Acting Deputy Director
(Administration)